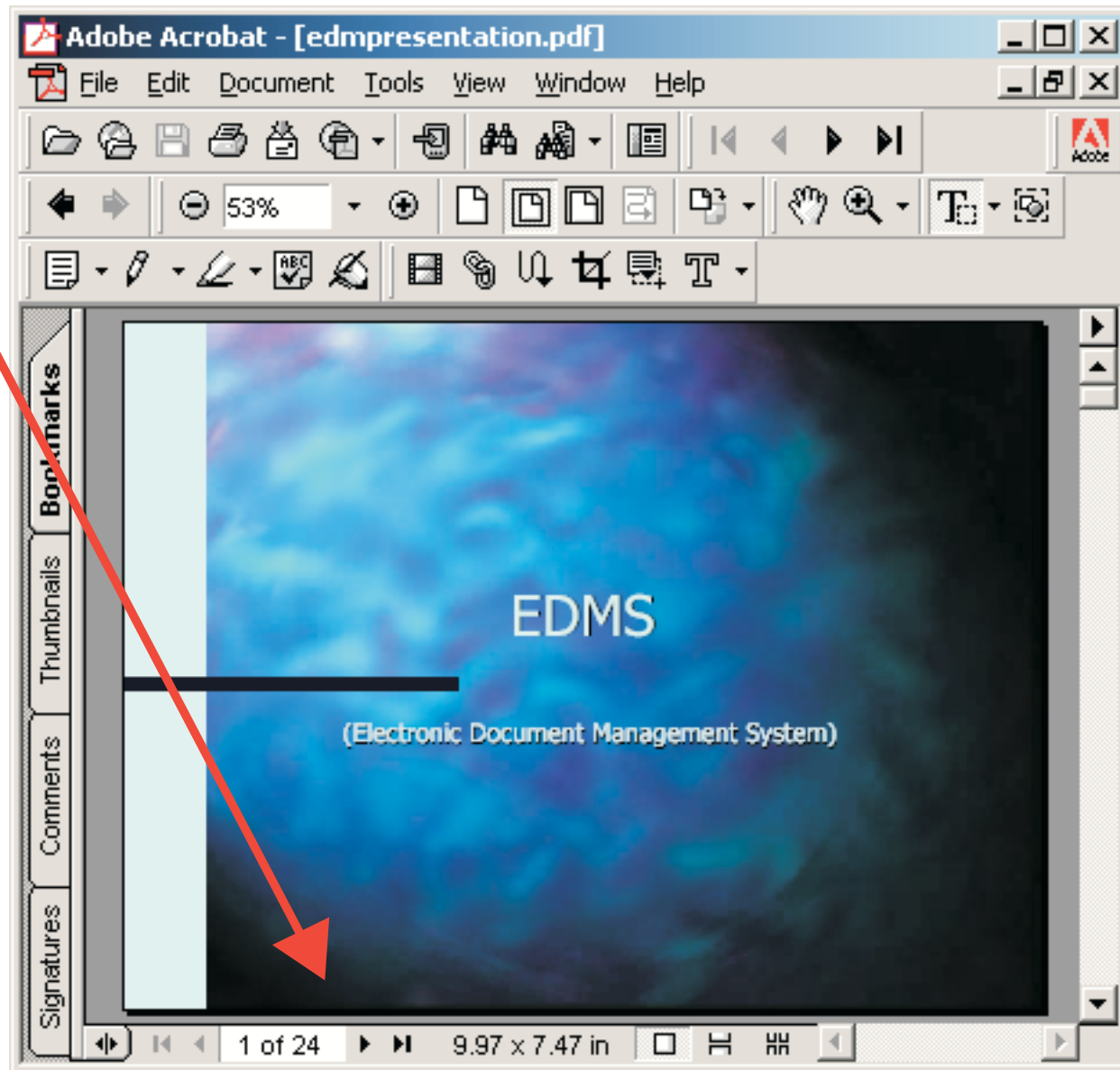


Presentation Viewing Instructions:

Click the small arrows to advance forwards and backwards.



EDMS

(Electronic Document Management System)

EDMS

Phase I - Imaging

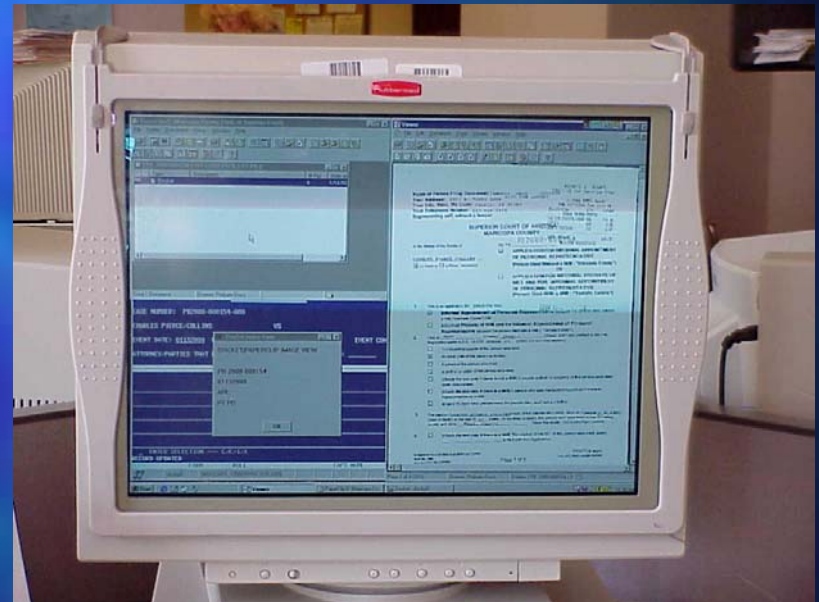
Goals

- Install, test & begin EDMS processes in all COSC locations (scanning, printing, viewing & routing documents - imaging)
- Develop work flows
- Import existing Probate & Marriage License cache into EDMS repository

What Is Imaging ?

- Data files (paper & electronic documents) stored in electronic folders that are linked to an index or another data base

Imaging - Scanning & Indexing



Benefits

- Immediate access to documents
- Documents available to many users at one time
- Decrease or eliminate the need for filing & pulling files
- Decrease storage space needed for hard copy files

Historical Overview

- The Probate department at the downtown facility was selected to test the Imaging system
- Imaging became a live system in the court on December 1, 1997
- Over 4,145,000 images were stored in 2002 - equivalent to more than 8,290 reams of paper

Quality

- It is our intent that imaged documents will become the “official record” of the court. Images are utilized for viewing, certifying and in most cases replace microfilming. For these reasons the highest quality possible is required.
 - All file stamps, receipt stamps and docket stamps must be clearly defined
 - Documents & images must be clear and aligned properly

Levels of Processing

- Imaging is a team effort with each layer of processing building on the layer before it:
 - File Counter
 - Document Prep
 - Docket
 - Auditor

File Counter

- Ensures documents are complete and adhere to the rules for filing
- Places a clearly defined file stamp on each document

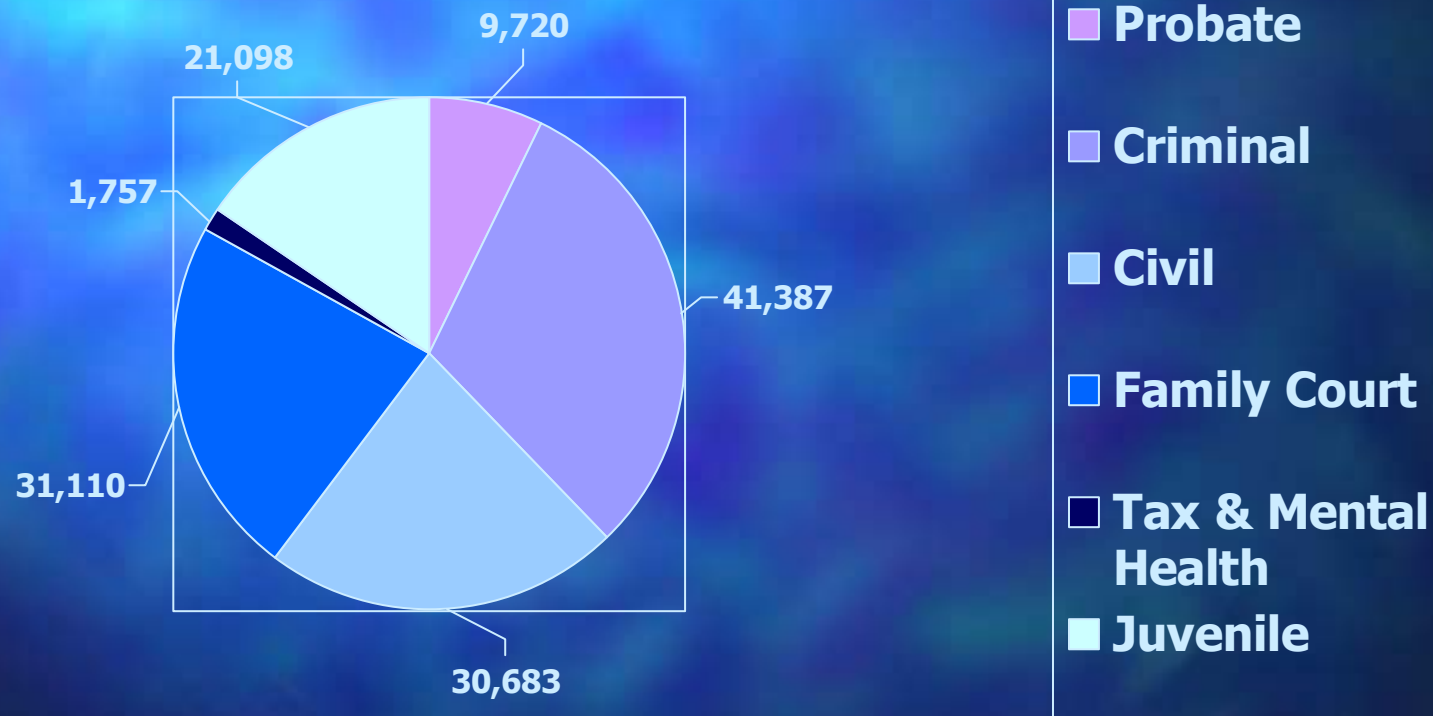
Document Prep

- Places documents in numerical sequence
- Prepares documents for scanning, scans and reassembles documents
- Reviews quality of images prior to routing to the docket area for indexing

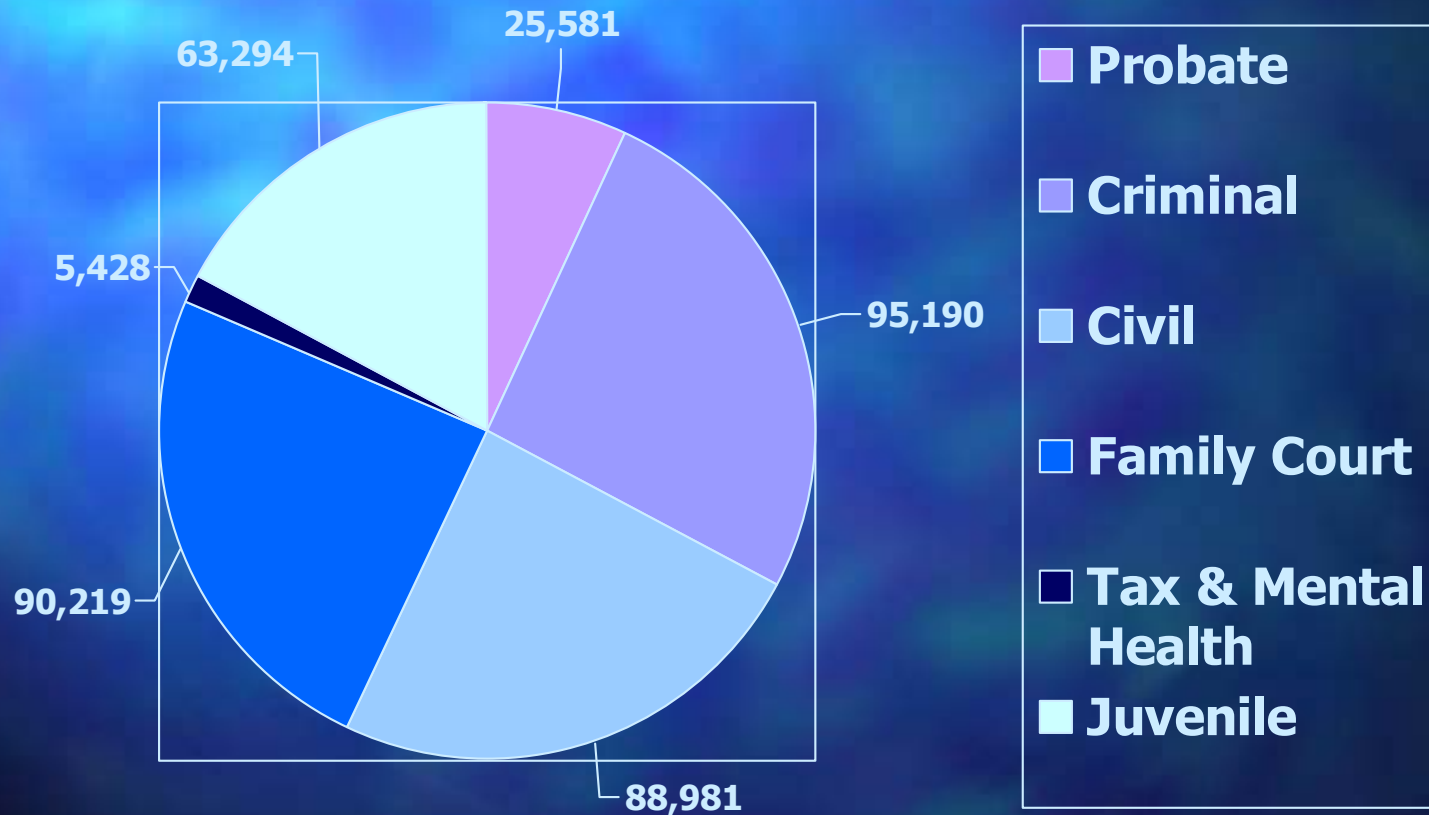
Docket

- Dockets documents using the electronic image
- Links image to index (indexing)

Average Documents Processed Each Month (excluding Minute Entries)



Average Pages Processed Each Month (excluding Minute Entries)



Auditor

- Retrieve batches from Auditor's inbox
- Audit batches completing oldest batches first
- Ensures all indexed documents are complete and linked properly to the index
- Delete audited batches
- Update audit logs - audit logs are matched up with scanning logs to ensure that all batches are indexed

File Storage

- More than 11 shelving units, equivalent to about 260,000 pages, will fill one 5¼ inch optical disk



Imaging Storage

- 250 Optical Disks will be used in each Jukebox
- Each disk holds 9.1 gig of images



EDMS

Phase II - Superior Court Support

Goals

- Develop workflows & provide view/print access to Judicial Officers & Court Administration
- Begin integration of the EDMS & ICJIS Integration Engine (message broker) system
- Develop & implement electronic filing for documents that are produced internally that do not have signatures

EDMS

Phase III - External Access

Goals

- External access by the public, State Bar & other government agencies
- Develop internet access for external users
- Integrate EDMS with (ICIS) the new case management system
- Continue the integration of EDMS & ICJIS

EDMS

Phase IV - Electronic Filing

Goals

- Develop & implement electronic filing for litigants & attorneys
- Develop an application to assemble an electronic record for appeals cases
- Develop & implement an archiving strategy

The Faces Of EDMS

